

PRAIRIE WOODS

Meeting: ____ January 20, 2016 ____

HOA Meeting Minutes

Next Regular Meeting Date: ____ TBD / ELECTION ____

ATTENDEES:

President: Lisa Mitchell **Vice President:** Scott Kochaney **Secretary:** Brian Rugg

Treasurer: Meg Natkze **Special Projects:** Neil Zamet

Three residents (2 properties) were also in attendance

Date	Who	Action Item	Status
10/21	Lisa	Follow up with Wayne Schnell re: overgrown weeds on lot 79	
10/21	Lisa	Follow up with Brian Bartnick re: clogged storm drains	
1/20/16	Lisa	Propose forming a separate landscape committee for maintenance of common areas - plantings / design; seasonal	
		Follow up with Garrett Schmoeller re: Neighborhood watch Island Lake has not followed up on this initiative	Closed
10/21	Lisa / Scott	Partnering with KSN on a number of resolutions	
1/20		Maintaining email addresses in 1and1	
1/20		Pass Resolutions: Anonymous Voting, Collections, CICA	
1/20		Elections (March / April) - Nominations	

SECRETARY UPDATE

Review of online payment systems

- Comparison of payment systems will be emailed to board
- Approximately \$10/month
- Secure, online payments, third-party system

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- Need to determine if the community wants this at all, will ask about it in next newsletter

Backups to Google Docs occurring quarterly

Parkway trees – plan to reconnect with Village in spring

TREASURER UPDATE

Review of financials

- Year-end 2015
- KSN Legal billing us incorrectly, have to dispute it every month, incorrectly collected fees have been returned
- In May we can lower the KSN Fees to the more basic monthly plan
- Our current bank is charging us a monthly \$5 fee for paper statements; the bank has been unable to get us set up for online banking but continues to charge us the fee; Meg has been fighting them on this
- Need to look into moving to a new bank; Meg has been reviewing options
- Meg will put together a comparison of banks based on fees, services, locations, etc. and distribute to the board for review

PROJECTS UPDATE

PRAIRIE WOODS

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Review of landscaping services:

- Neil met with 7 landscaping companies
- Received bids from 3 landscapers, bids were extremely high – higher than our previous contract
- Based on review, pricing, and resident recommendation, Neil is recommending we go with Mac's Property Management Services. They had the lowest bid, are cheaper than the previous landscaper, and have more crews to be able to handle the workload
- Motion was made by the Vice President to go with Mac's and adjust the budget according, seconded by the Treasurer; the board voted and approved unanimously to approve the motion

Pond trimming and debris removal

- Mac's also put in a bid, which included debris removal as part of the pond trimming, which differs from other bids as they all listed debris removal as a separate item

VICE PRESIDENT UPDATE

Property Tax Appeal

- KSN Legal offers the neighborhood a collective property tax appeal; all fees and services are contracted directly with residents, the board only communicates the opportunity to residents
- Board will communicate opportunity to residents in July newsletter and on the website

Update of Declarations for filing with McHenry County

- Updated revisions were distributed to the board for review/comments
- Scott incorporated comments and proofed the document one last time
- Board will review the document one last time; final comments due by Monday, January 25
- After comments are closed out Scott will work with KSN Legal to get the document filed; filing is included in

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our legal services however there will be a separate filing fee from the County.

PRESIDENT UPDATE

2016 Budget

- 2015 budget is being repeated for 2016, with the exception of changes to lawn care (reduction), property improvement (increase); net reduction from 2015 approximately \$900.
- Neil motioned to approve the budget, Meg seconded and the board voted unanimously to approve the budget.

Grounds Improvements

- Want to make sure any improvements to the neighborhood common areas include the circles in both sides of the neighborhood
- Lisa suggested forming a grounds/planting committee to help organize plantings, etc.
- A call for volunteers will be included in the next newsletter.
- Motion to amend the budget to include \$500 for the committee to spend on plants; Brian seconded, the board voted unanimously to approve the motion.

Clogged storm drains

- Lisa followed up with village; village confirmed this is their responsibility and we must wait on them

Neighborhood Watch

- Lisa followed up with officer, however the initiative has died out; this issue has been closed

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Discussion with KSN on resolutions

- The board can approve resolutions that control the way the board behaves; changes to procedure, etc.
- Any changes that impact residents must be voted on by residents
- Resolutions are not part of the documentation that is filed with the county.
- Review of Collections Resolution – change language in point 1 and 2 to include authorization of Treasurer to commence collection proceedings; change language in point 3 to specify spending levels are only for legal expenses; Lisa will update the document and send to board for approval
- Review of CICA Resolution – resolution to adopt CICA rules; board is empowered to adopt CICA on its own; if adopted, CICA includes electronic delivery which means the board would not have to put a separate resolution up to the residents; regardless, residents would still be able to opt in/out of electronic delivery. Because of the small size of the HOA, the board is exempt from many provisions, but the concern is that the board is able to – or aware of – what provisions are required and how they align with how the board can operate efficiently
- Electronic Delivery Resolution – the board could ask residents whether they want to opt in to receive all communications electronically (invoices, etc.) instead of on paper via U.S. Mail. If this is forwarded as a separate resolution, it must be put to the residents for a vote to be approved.
- Need resolutions for anonymous voting, spending limit authority and approval for board members

Board Member Election

- Three terms are up this year; we've received one nomination so far
- The board may send out an email to solicit more nominations

OPEN SESSION

- A concern was raised about the landscaping committee funding, as to whether it would incur additional cost not covered in the budget

PRAIRIE WOODS

Meeting: ____ January 20, 2016 ____

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- A question was asked about the PO Box and why some items are mailed directly to board members instead of the PO Box, especially if KSN Legal charges for address changes
- A question was raised about CICA and to whether or not the board is required to vote on CICA, and if residents are also required to be included in a vote on adoption
- A question about landscaping contracts and whether or not KSN Services include review of contract
- A question was raised about whether or not the HOA accounts are allowed to accrue interest because it is a non-profit
- A concern was raised as to whether or not bids were put out for installing mailbox posts and that in the future bids should be sent out
- A concern was raised about the empty lot filled with water and what can be done about it

THE BOARD MOVED INTO CLOSED SESSION

Outstanding Dues

Members in Violation

THE BOARD RECONVENED IN OPEN SESSION.

A motion was made to close the meeting, the motion was seconded and the board voted to closed the meeting.